

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



AIR FORCE INSTRUCTION 33-119

374TH AIRLIFT WING COMMAND

Supplement 1

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Communications and Information

**ELECTRONIC MAIL (E-MAIL) MANAGEMENT
AND USE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to the 374th Airlift Wing (374 AW) and its subordinate, attached, and tenant units, to include headquarters (HQ) Fifth Air Force (5 AF) and United States Forces, Japan (USFJ) personnel stationed at Yokota Air Base (AB). This supplement clarifies the establishment and termination of official government e-mail accounts and electronic classified accounts on the Yokota Base Area Network.

SUMMARY OF REVISION

This publication was amended to reflect Command and Control (C2) electronic account creation. Added 374 AW Form 28, **C2 Systems Account Request/Termination**, which supports the above customers mentioned. New or revised material is indicated by a (|).

AFI 33-119, 1 March 1999, is supplemented as follows:

2.4.2.1. (Added)(374 AW). E-Mail and Defense Messaging System (DMS) Account Request and Termination.

2.4.2.1.1. (Added)(374 AW). DMS work center will manage and maintain e-mail servers to include all secure or non-secure organizational and individual messaging. For all new e-mail accounts, each applicant must submit a 374 AW Form 25, **E-Mail Account Request/Termination**. This application will confirm user identity, contain all pertinent user information, and identify required level of service. Accounts will be created by the DMS work center upon receipt of a valid 374 AW Form 25.

2.4.2.1.1.1. (Added)(374 AW). DMS will terminate user e-mail accounts upon submission of a 374 AW Form 25 by the organizational Functional System Administrator.

2.4.2.1.2. (Added)(374 AW). Theater Battle Management Core Systems (TBMCS), Global Command and Control Systems (GCCS), and Communication Support Processor (CSP) Account Request and Termination.

2.4.2.1.2.1. (Added)(374 AW). C2 systems will manage and maintain classified accounts, servers, and classified messages for TBMCS Force Level/Unit Level, GCCS, and CSP. All new accounts and terminating accounts must use 374 AW Form 28. The accounts are created by and terminated by C2 system administrators upon receipt of a valid 374 AW Form 28.

2.4.2.1.2.1.1. (Added)(374 AW). Forms Prescribed: 374 AW Form 25, **E-Mail Account Request/Termination**, and 374 AW Form 28, **C2 Systems Account Request/Termination**.

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